



# Operational Reports

November 2022 Information

December 8, 2022 Board Meeting

November 30, 2022 Policy Council Meeting



Empowering people, transforming lives



# Finances

Ibby Whitten, CFO

---

# Program Information

Linda Carter, Children's Services Director

# Highlights



Carryover Request for \$651,582 approved. Construction Soft Costs for Columbus Children's Center- \$131,194. Retention Bonuses- 6/30/22, 12/2022 and 06/2023- \$520,388.

Both Changes of Scope for the HS/EHS grant approved. (Reduction of **8** EHS center-based, **36** EHS Home based, **40** HS center-based (dual enrolled), **20** HS Home Based and **20** in a CCP) Teaching staff wage increases to occur in January, based on education levels. Increases could range up to 18%.

Early Childhood Education Apprenticeship Program with BRCC event held on 11/22 with 30 area High School students attending- 3 participants for ECE apprenticeship.

Board Bus Tour and training held November 15<sup>th</sup>. King Creek and Sugar Hill Children's Centers visited.

Meeting with Isothermal Community College held 11/9/2022 for partnering.

# Program Structure Updates



## **10/21/22 Head Start Announcement: ACF-IM-HS-22-08 Fiscal Year (FY) 2023 Monitoring Process for Head Start and Early Head Start Recipients**

This Information Memorandum outlines the OHS monitoring process for FY 2023 and introduces the CLASS pilots to be conducted. For the FY 2023 review only, OHS is suspending the use of CLASS scores for [Designation Renewal System \(DRS\)](#) determinations.

On-site review monitors will follow U.S. Centers for Disease Control and Prevention health and safety guidelines. OHS is committed to partnering with grant recipients when preparing for on-site reviews to maintain a safe environment for children, families, and staff within the program.

## **11/7/22 Head Start Announcement: ACF-IM-HS-22-09 Enrollment Reductions & Conversion of Head Start Slots to Early Head Start Slots**

The Office of Head Start (OHS) recognizes that community needs shift over time for various reasons. These reasons may include changes during and after disasters and public health crises, changes in the availability of community resources relied upon to provide program services, and shifts in geographical location of eligible children and families. [Section 640\(g\)\(3\)](#) of the Head Start Act (the Act) allows programs to propose a reduction to their funded enrollment to maintain quality of program services. Additionally, [Section 645\(a\)\(5\)](#) permits a program to convert Head Start slots to Early Head Start slots to better meet community needs. Similarly, [Section 640\(f\)\(2\)](#) of the Act allows programs to convert part-day slots to full-working day slots to meet community needs.

# Staffing Updates



## Staff Hired:

### October:

**Tiffany Williams**, Teacher Trainee

**Kasey Young**, Area Manager

**Eric Hoffman**, Data & Compliance Coordinator

**Betsy Washington**, NC Pre-K Teacher

**Veronica Williams**, Substitute

**Tanasia Mattox**, Site Supervisor

**Lesly Palacios-Ventura**, Parent Educator

### November:

**Evelyn Cohen**, Teacher Trainee

**Stephanie Gutierrez**, ERSEA Specialist

**Kaitlin Davis**, Site Supervisor Trainee

**Veronica Galvan-de-Unda**, Family Advocate

14 Trainees since 03/22- Program Inception

67 Staffing Positions Open (this number will reduce by 8 positions with the Changes in Scope)

## Staff Departing:

**Claudia Campana**, Family Services Coordinator

*Resignation on 10/14*

**Erika Condado**, Teacher Trainee

*Resignation on 10/18*

**Lori Hunt**, EHS Teacher

**Colleen Garcia**, NC Pre-K Teacher

*Resignation on 11/07*

**Heather Parsons**, Site Supervisor

*Resignation on 11/10*

**Sarah Hawkins**, EHS Teacher

*Resignation on 11/18*

# Facilities



Tebeau Children's Center received the Certificate of Occupancy on 10/25/2022.

Tebeau Children's Center's private reveal party is on 11/17/2022.

Forest City received its temporary license from DCDEE and is enrolling children to start in a few weeks.

FRCC reopened and children started back to school on 11/28/2022

---

# Enrollment

Kiki Jackson, ERSEA Coordinator



# Enrollment

## Overall Enrollment

2 Head Start/NCPK classrooms opened October 24, 2022.

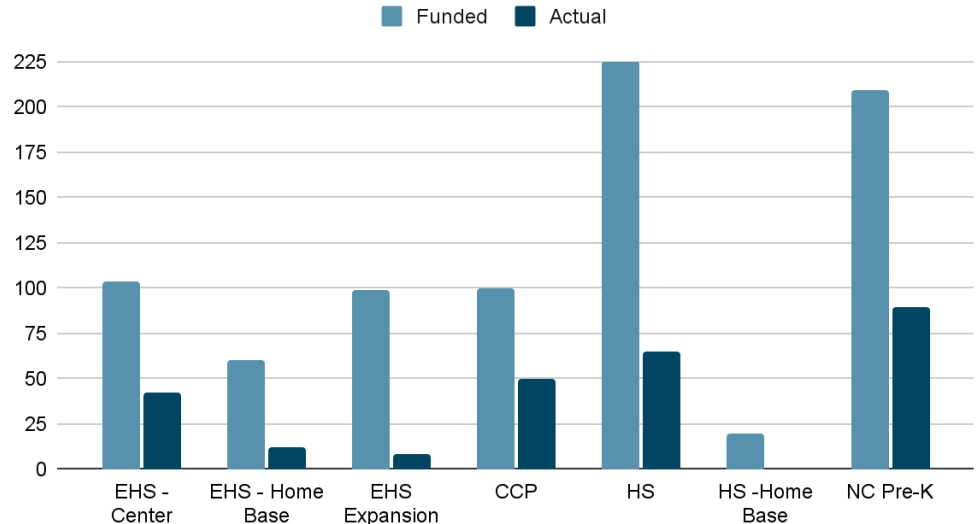
- Early Head Start (Center-Based) - 40%
- Early Head Start (Home-Based) - 20%
- EHS Expansion- 8%
- EHS/CCP - 50%
- HS-28%
- Head Start (Home Based)-0%
- NCPK- 43%

(These percentages will change with the Changes of Scope adjustments in December.)

## Waitlist

- **299** Participants on the Waiting List. Some children may be waitlisted for multiple program options.
- **10** Families are Waitlisted for the Home Visiting Program
- **119** Children are Waitlisted for the Early Head Start or CCP Program and **0** Expectant Families are Waitlisted.
- **195** Children are Waitlisted for Head Start or NC Pre-K Program

## 2022-2023 Enrollment



# Attendance

## November 2022

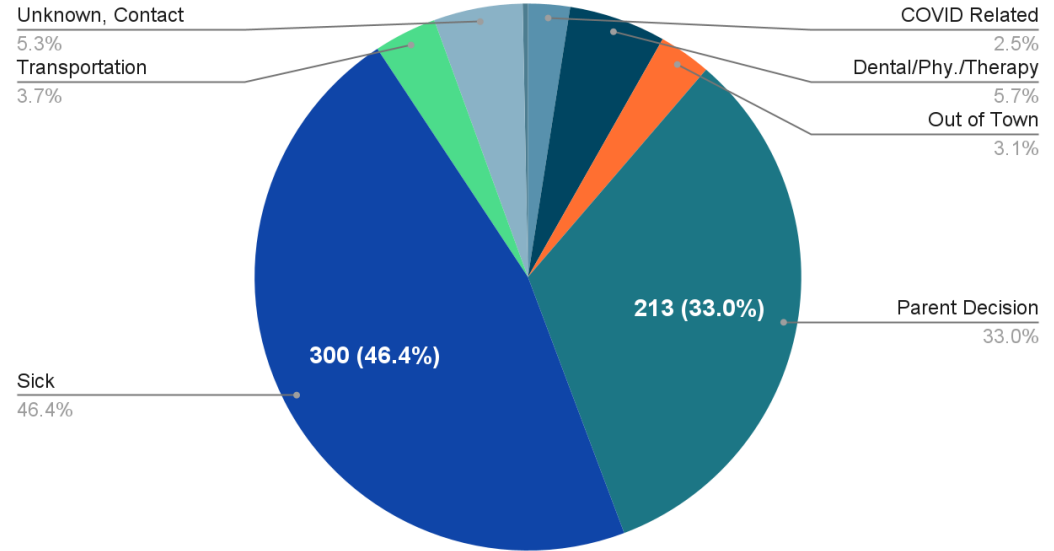
### Average Daily Attendance by Program Type

- EHS Average Attendance 74%
- CCP Average Attendance 74%
- Head Start Average Attendance 78%
- NC Pre-K Average Attendance 81%

### Absence Summary

- Total number of 662 Absences in November 2022
- Only 2.5% of those absences are related to COVID and a majority of them are Parent Decision (Decreased by 22.5%). COVID Related absences decreased by 0.9%

## Absence Reasons



---

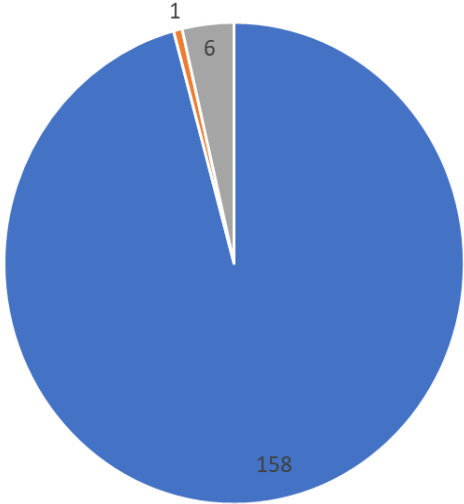
# Education & Child Development

Lavonna Ruth, Education Coordinator

# Family Engagement in Children's Education

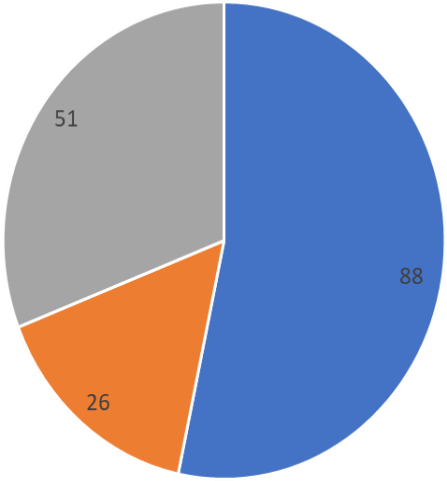


Home visits



■ completed ■ past due ■ not due

Family Conferences



■ completed ■ incomplete ■ not due

# Coaching Updates



- 168 coaching contacts
  - 19 staff received Intensive coaching
  - 25 staff received Standard coaching
  - 4 staff received self coaching
- 3 days of intensive onboarding was provided for two new teachers. 1 day of education onboarding was provided for new parent educator.
- 16 classrooms participated in Data Chats with education team, intervention team, and health team
- 3 teachers were selected for new Mentor teacher program. These teachers will go through an orientation and training so that they can form relationships and support a peer “mentee” toward curriculum fidelity. We already had 2 CCP teachers who were considered to be mentors but have made some changes to make this available program wide as well as added some professional development. Orientation was November 21, 2022.

---

# Early Intervention

Patty Burgess, Early Intervention Coordinator

# Disabilities Services

Program	Open IFSP / IEP	% of enrolled	% of funded enrollment	Referrals
EHS	6	11%	4%	0
CCP	3	7%	4%	5
Expansion	0	0%	0%	0
HS	19	29%	10%	1

We have initiated 76 referrals . They are in process. We have others with support plans that may lead to a referral.

As we complete ASQs more referrals maybe made.

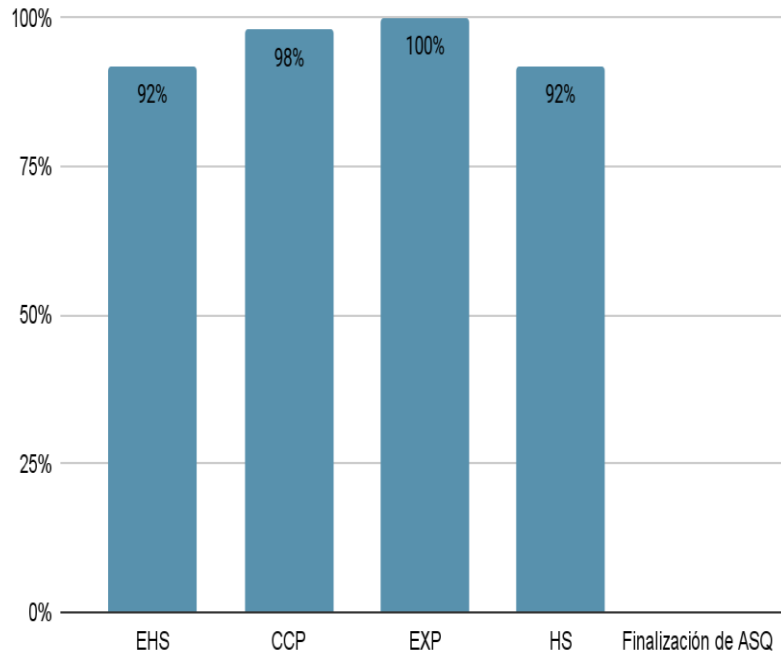
We are offering resources at the time of doing the ASQs. We are encouraging parents and teachers to use the EI team as a resource.

Participated in Parent Education Event with Andi Dye, CDSA.

We have contacted parents and met with teachers to share resources and strategies, and worked in classroom on a regular basis.

# Development & Behavior Screenings

ASQ % Completed



We have completed 248 ASQ-3 and ASQ: SE -2 and are continuing to complete scheduled ASQs with families.

We are scheduling new enrollees as soon as possible. All currently enrolled children either have the screening completed or are in process of being scheduled.

We are enjoying getting to know the families and having this information immediately and knowing where our children are before school starts so we can start the referral process right away if needed.



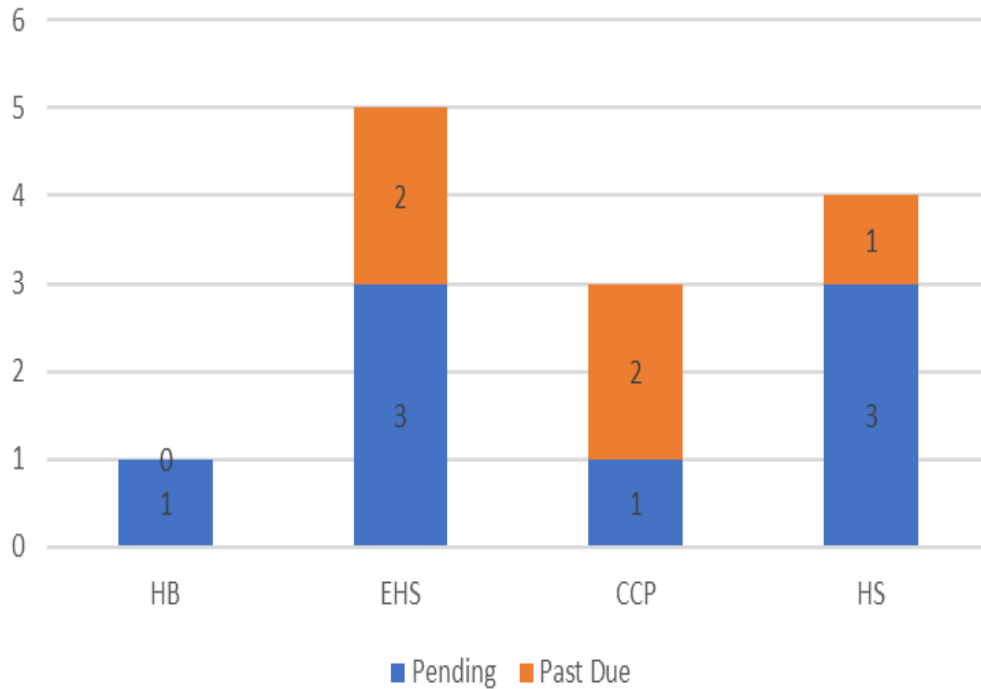


---

# Health & Nutrition

Dylan Allanson, Health & Nutrition Coordinator

## 22-23 Hearing and Vision Current Status



Home Based- 3 due, 0 past due: Closest due date is 10/15/22

- Working with PEs on common time to visit family to complete screening

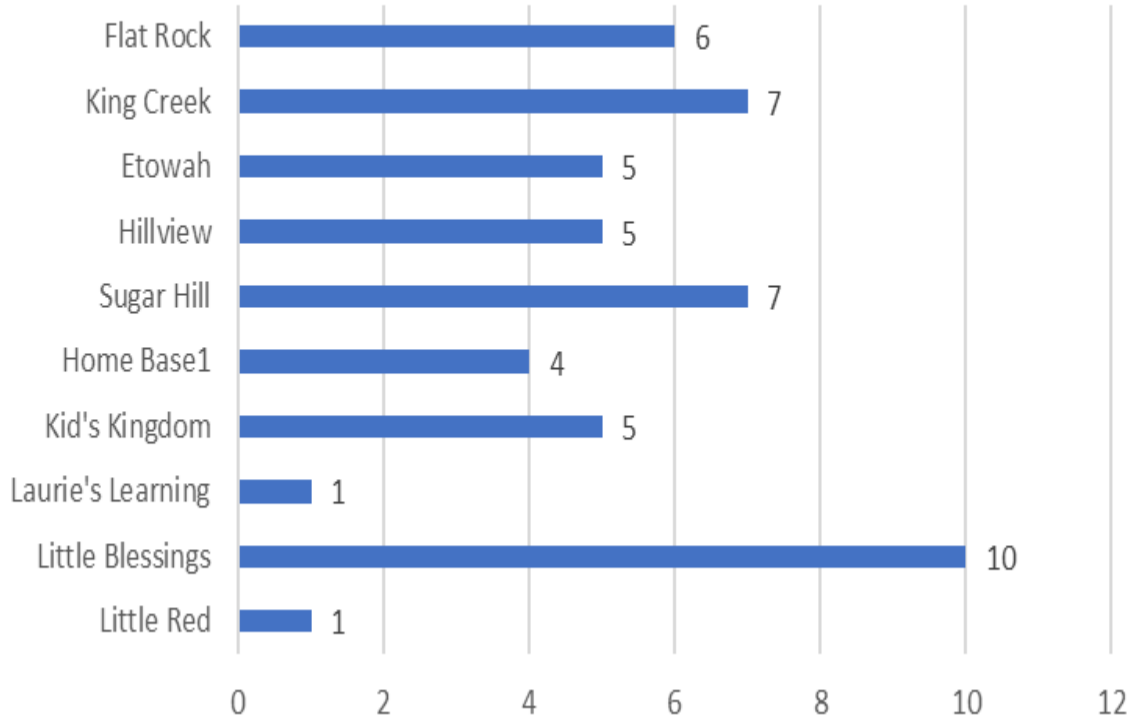
EHS- 3 due, 2 past due: Both past due are just missing hearing. Both have been uncooperative

HS- 3 due, 1 past due: Child past due has been sick for long period of time since being enrolled this year

CCP- 1 due, 2 past due: 1 child has tubes in ear and is untestable. 1 is uncooperative and expired 11/19/22

9 Children have failed their 2nd vision screening this fall and have been referred on to the primary care doctor for further evaluation

## # of Children without Dental Homes



One of the Health team's biggest goals is to address the issue of children not having access to dental care

- Improve communication with FA's and site staff
- Documentation, reminders, and more active monitoring of children needing access
- Working with local resources
- Flat Rock has new classroom and new families that we are waiting to hear back from

# Nutrition Program



- Food Service
  - Contracting with Henderson County Public Schools
  - Adding Forest City to our CACFP application
    - Contracting with Compass food group
- Farm2school
  - New Dietetic Intern, Lauren from Lenoir-Rhyne is visiting a different WNCSource location 2 times per week
  - Received \$700 total Equipment Grant through ASAP
    - Plan to make kits for making Farm2School activities more accessible for teachers
- CACFP Audits
  - Wrapping up the first of 3 internal audits for CACFP compliance
  - Monitored each active site

---

# Program Updates

**Pearl Saddler, EHS Program Manager**

**Kathleen McDavid, CCP Coordinator**

**Amy Smith, HS Program Manager**

**Amy Phillips, Program Support Services Manager**

# Early Head Start Updates

11.28.2022, Flat Rock Children's Center will be reopening two classroom.  
11.09.2022, Forest City Children's Center received their temporary license and will be opening soon.



## **Family Engagement Events:**

### **Hillview:**

11.15.2022, Transylvania County Library came out and shared all of the programs and activities they provide to the community with the families. 11.18.22, hosted a family celebration with eight families and their children in attendance.

### **Sugar Hill:**

11.15.22, Sugar Hill hosted a tour for our BOD, community members and WNCSource employees. This gave an opportunity to show everyone the day-to-day operations and services to our children and families. 11.17.22, hosted a breakfast on the run with coffee and donuts. There were 26 families that participated. A Ready Rosie challenge is under way for next month to enhance awareness and increase parent participation.

Congratulations to Teresa Butterfield, Hilda Cruz, Ashley Davis and Kelly Pittman, for 22 years of service with WNCSource.

## **November Trainings:**

- All EHS staff has completed Data Chats with our Education and Health team
- 11.02.22, staff attended a Community of Practice training at Lutheridge

# Head Start NC Pre-K & Updates

- **King Creek Children's Center opened one Head Start and one NC Pre-K classroom in late October serving around 30 children ages 3-5 years old.** Both classrooms are off to a great start and children/families are acclimating well to WNCSource!
- **Family Engagement activities surrounding Fall and Thanksgiving have been occurring at centers across the counties.** Families have been encouraged to come and interact, engage and even eat meals with their children in our centers.
- **Staff are reporting gratitude for the Fall 2022 Retention Bonus** received on their late November paycheck. This has come is just in time for the holiday season and teaching staff are very grateful.
- **NC Pre-K annual monitoring has begun for all sites.** This lengthy state mandated process ensures we maintain our high quality services for our children. Monitoring reports will be verified and submitted by the end of January 2023.



- Early Childhood materials for our Tebeau Dr. Children's Center have been delivered 6 of 8 classrooms have been set-up. This facility includes 5 EHS classrooms and 3 HS/NCPK classrooms total.
- The Tebeau Donor "Open House" (exclusive preview event) was a huge success on 11/17/22. We were honored to "reveal" this new facility to the community. Next steps include getting fully licensed to operate with children and staff (Spring 2023).

# Partnership (CCP), EHS, and FCCH Updates



Margit Nelson and Kathleen McDavid are working with the CCP directors to ensure the partnership sites reach full enrollment

The potential new partner in Hendersonville continues to work through the steps to become licensed

The search for new family child care homes continues in Transylvania County



# Professional Development Updates



## November 2 - Early Release

- Teaching staff engaged in Communities of Practice to discuss child assessment data and next steps in helping children improve in skills.

Continue to evaluate and tweak our comprehensive Orientation for new staff.

## Upcoming:

- Dec 8 - H County LETRS Training
- Jan 2 - All Staff Training Day
- Jan 3 - R County Work Day
- Jan 11 - BDS Early Release
- Jan 17 - H County Work Day
- Jan 23 - T County Work Day